

LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required; on the job training is provided. Work is performed under the direct supervision of higher-level clerks, librarians or library manager. Work involves using automated information systems. Incumbents in the position may be required to work irregular schedules to include week-ends and evenings. Work activities require numerous repetitive tasks. May supervise pages and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Performs routine circulation reserve and overdue functions;
- Provides information to the public at the circulation desk on library policies and procedures;
- Arranges or files materials according to library filing rules;
- Performs routine searches of and updates to computer records;
- Issues and mails overdue notices;
- Calculates and collects overdue payments at circulation desk and makes changes as necessary;
- Assists in maintaining an adequate inventory of books and supplies;
- Inspects returned library materials for damage;
- Enters registrations and circulation reports on computer terminal;
- Distributes books, periodicals, media at the circulation desk;
- Operates office machinery such as personal computer; photocopiers; or fax machines;
- Opens and sorts delivered library materials;
- May perform library services to the public including but not limited to: notary public, exam proctoring, passport acceptance, issuing of licenses or other public documents (hunting & fishing licenses, bus passes, etc.).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of office terminology, procedures and equipment; working knowledge of computer applications;
- Working knowledge of procedures and terminology as applied to library clerical work;
- Working knowledge of the organization of library materials;
- Ability to understand and follow simple oral and written directions;
- Ability to perform simple arithmetic computations;
- Ability to work well with others;
- Ability to assist others in the use of library facilities, including automated systems;
- Tact and courtesy in dealing with the public;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A. Successful completion of thirty (30) credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; OR,
- B. Possession of a high school or equivalency diploma and one (1) year of paid work experience in a library setting; OR,
- C. Possession of a high school or equivalency diploma and six (6) months of general clerical work experience which involved dealing with the public and use of a personal computer.

Juris. Class: Competitive; Non-competitive if part-time in all libraries

ACCS Adopted: 06/10

Revised: 02/05, 07/10, 11/14, 5/23, 6/24